

**Mountain Discovery Charter School  
Minutes of the Board of Directors Meeting  
Monday, June 29, 2015-5:30 PM**

**OPEN SESSION**

- **Welcome**

Chairman James Busbin called the meeting to order at 5:35 PM and welcomed everyone. A special welcome was extended to John Tench, a new Board member attending his first Board meeting. Board members Charlie Breithaupt and Rob Young were present. Sharon Dole was absent. Head of School Carter Petty was present.

- **Public Comment:** There were no public comments.

- **Approval of the minutes of the last board meeting:** A motion was made by Rob, seconded by James, to approve the minutes of the May 15, 2015 Board meeting. Motion carried.

- **Director's Report**

Ugly Bus Update- The program to replace an "ugly bus" was successful and a used bus was purchased. About 60 families participated over a period of three (3) years. \$28,933.00 were pledged and to date, \$28,321 has been collected.

Fundraising DVD - Consideration is being made to produce a DVD to be used for fundraising. Carter will get prices before moving forward.

- **Executive Committee Report:** The Committee recommended the authorization of Carter Petty as representative to file Title I application to fund the remedial reading program. A motion was made by Rob, seconded by John, to approve the authorization. Motion Carried.

- **Finance Committee:** The Committee recommended the acceptance of the resolution as presented in the attached document. A motion was made by John, seconded by Rob, to accept the resolution. Motion carried.

- **Other Business:**

Playground Roof - Plans are underway for the construction of the roof and we are awaiting pricing. We have \$15K available for the project.

Evaluations of Head of School - Of the 28 surveys distributed, 17 were returned. A summation of the findings is in progress.

Closed Session - A motion was made by Rob, seconded by Charlie, to go into Closed Session to discuss a student issue and a personnel issue.

**Motion for adjournment:** made by Rob, seconded by Charlie. Motion carried. Chairman Busbin set the date for the next Board meeting on Monday August 24 at 5:30 PM and then adjourned the meeting at 7:10 PM.

**For the Board:**

James Busbin, Chairman

James Busbin Date Aug 24, 15

Charlie Breithaupt, Secretary

Charlie Breithaupt Date Aug 24, 2015

**Mountain Discovery School  
PLANNING BUDGET  
2015-16**

	Budget
<b>Revenues</b>	
Total State Revenue	\$1,289,593.02
Total Local Revenue	\$298,272.00
Total Federal Revenue	\$76,899.00
Total School Activity Revenue	\$12,500.00
<b>Total Revenues</b>	<b>\$1,677,264.02</b>
<b>Expenses</b>	
Total Salaries and Bonuses	\$ 972,040.49
Total Benefits	\$329,947.35
Total Books and Supplies	\$40,001.11
Total Technology	\$10,310.77
Total Non-Cap Equipment & Leases	\$14,200.00
Total Contracted Student Services	\$66,501.34
Total Staff Development	\$1,879.00
Total Administrative Services	\$43,396.25
Total Insurances	\$28,694.00
Total Rents & Debt Service	\$50,400.00
Total Facilities	\$32,182.54
Total Utilities	\$32,161.40
Total Nutrition & Food	\$1,050.00
Total Transportation and Travel	\$31,165.00
Total Capital Purchase	\$10,000.00
<b>Total Expenses</b>	<b>\$1,663,929.25</b>
<b>Net Surplus/(Deficit)</b>	<b>\$13,334.77</b>

This budget is approved by the local board on this 29<sup>th</sup>  
Day of June, 2015

James W. Bushin II  
For The Board

**Mountain Discovery Charter School  
Minutes of the Board of Directors Meeting  
Friday May 15, 2015 11:30 AM**

**OPEN SESSION**

- **Welcome**

Chairman James Busbin called the meeting to order at 11:35 AM and welcomed everyone. Board members Charlie Breithaupt and Rob Young were present. Sharon Dole was absent. Head of School Carter Petty was present.

**Public Comment:** There were no public comments.

- **Approval of the minutes of the last board meeting:** A motion was made by Rob, seconded by James, to approve the minutes of the April 7, 2015 Board meeting. Motion carried.

- **Director's Report:** Congressman Mark Meadows' visit to the school went very well. He visited classrooms and met with Carter for 15 minutes. Testing and capital funding were the main topics. Mr. Meadows was unable to provide any new hope for capital funding sources. Carter also introduced the OCS Performance Framework. MDCS "showed" very well. The board agendas and minutes will be restructured to reflect input from the standing committees. Other findings will be addressed as needed.

- **Executive Committee Report:** The Committee recommended acceptance of Larry Tyler's resignation. A motion for acceptance was made by Charlie; seconded by Rob. Motion carried.  
The Committee recommended acceptance of John Tench as a Board member. A motion for acceptance was made by Rob; seconded by Charlie. Motion carried.

- **Finance Committee:**

**Bus Acquisition:** This is still in progress.

**Campbell Foundation:** Carter is discouraged but may still follow up with conversations with officials at the foundation.

- **Other Business:**

**Conflict of Interest Policy:** A motion was made by Charlie, seconded by Rob to approve the Board Member Conflict of Interest Policy as shown in the attachment. Motion passed.

- **Next Board Meeting:** Monday June 29, 2015 at 5:30 PM

**Motion for adjournment** made by Rob, seconded by Charlie. Motion carried. Chairman Busbin adjourned the meeting at 1:20 PM.

**For the Board:**

James Busbin, Chairman

James W. Busbin II Date June 29, 15

Charlie Breithaupt, Secretary

Charlie Breithaupt Date June 29, 2015

**Mountain Discovery Charter School  
Minutes of the Board of Directors Meeting  
Tuesday April 7, 2015**

**OPEN SESSION**

- **Welcome**

Chairman James Busbin called the meeting to order at 5:45 PM and welcomed everyone. Board members Charlie Breithaupt and Rob Young were present. Sharon Dole was absent. Head of School Carter Petty was present.

**Public Comment** There were no public comments.

- **Approval of the minutes of the last board meeting** A motion was made by Rob, seconded by James, to approve the minutes of the March 5, 2015 Board meeting. Motion carried.

- **Director's Report**

**Accountability Model** The state is continuing to look at the proposed model:

**Lottery** The enrollment lottery, conducted March 27, 2015, went very well. Some of those selected for enrollment were present; others were not. There are no openings at any level and there are twelve applicants on the waitlist for kindergarten.

**Enrollment/Lottery Policy** This topic was tabled until a later meeting.

**Grant Committee** Carter is following up with Betsy Verner of the Campbell Foundation

**Bus Acquisition** The plan is to proceed with the purchase of a bus and the plan is to pick up the bus in St. Petersburg, FL.

**Evaluation** The plan will be the same as last year. James will distribute the evaluation to the faculty and staff on the first Wednesday in May. It will be collected confidentially.

- **Closed Session** Motion made by Rob, seconded by James to go into Closed Session to discuss business dealings and personnel. Motion carried.

**OPEN SESSION**

- **Next Board Meeting: Tuesday May 5, 2015**

**Chairman Busbin adjourned the meeting at 7:15 PM.**

**For the Board:**

James Busbin, Chairman James W. Busbin Date May 13, 15

Charlie Breithaupt, Secretary Charlie C. Breithaupt Date May 15, 2015

Policy Title: Board Member Conflict of Interest

Responsible Area: Board

No Director, officer, or employee of the corporation shall obtain any direct or indirect economic stake in any entity participating in the programs of the corporation, and the corporation shall not employ any individual who serves as a Director or officer of such an entity, or an individual who owns a stake in any such entity. It is the policy of the corporation that no Director, officer, or employee of the corporation shall receive any personal or private benefit resulting from the activities of the Corporation or from the receipt by the Corporation of funds from the State of North Carolina or from any other source, apart from reasonable compensation for services rendered and reimbursement for reasonable expenses incurred in the conduct of the business of the Corporation. Furthermore, the MDCS board will adhere to the following conditions, prohibited or required by state law, as listed below.

- 1. No voting members of the governing board shall be an employee of a for-profit company that provides substantial services to the charter school for a fee.*
- 2. No employee of the charter school shall be immediate family (as defined in G.S. 115C-12.2) to any member of the non-profit board of directors.*
- 3. No employee of the charter school, whether hired by the board of directors or a management company, shall be a voting member of the non-profit board of directors.*
- 4. No teacher or staff member that is immediate family of the chief administrator shall be hired without the board of directors evaluating their credentials, establishing a structure to prevent conflicts of interest, and notifying the NC DPI, with evidence, that this process has occurred.*

In furtherance of this policy, the Board of Directors shall have the power to make such rules and regulations concerning conflicts of interest as it deems appropriate from time to time.

Approved by the Board of Directors on May 15, 2015

**Mountain Discovery Charter School  
Minutes of the Board of Directors Meeting  
Thursday March 5, 2015**

**OPEN SESSION**

- **Welcome**  
Chairman James Busbin called the meeting to order at 5:20PM and welcomed everyone. Board members Charlie Breithaupt and Rob Young were present. Larry Tyler and Sharon Dole were absent. Head of School Carter Petty was present.
- **Presentation of the 2014 Audit** This item was moved to later in the agenda to accommodate Elizabeth Keel who was traveling from Asheville.
- **Public Comment** There were no public comments.
- **Approval of the minutes of the last two(2) board meeting** A motion was made by Charlie, seconded by Rob to approve the minutes of the November 6, 2014 Board meeting. Motion carried. Then a motion was made by Charlie, seconded by Rob to approve the minutes of the January 22, 2015 Board meeting. Motion carried.
- **Director's Report**
  - Accountability Model Carter is in conversation with the state superintendent on this matter.
  - Enrollment/Lottery Policy The policy was edited during discussion. A motion was made by Rob, seconded by James, to approve the edited version. Motion carried. Approved policy attached.
- **Presentation of the 2014 Audit** Elizabeth Keel, pllc. presented the audit. Motion made to accept the audit with the addition of an updated Board member list. The motion was made by James, seconded by Rob. Motion carried. A motion was made by Charlie, seconded by Rob for Larry Tyler to be authorized to review and accept Form 990 and the audit report. Motion carried.
- **Closed Session** Motion made by Rob, seconded by James to go into Closed Session to discuss legal matters. Motion carried.

**OPEN SESSION**

**Grant Committee** Carter is pursuing The Campbell Foundation for possible funding.

**Bus Acquisition** A third bus is needed for Tornado Evacuation. Carter will talk with Swain County about the possibility of "borrowing" a bus, if needed.

- **Next Board Meeting: Tuesday April 7, 2015**

**Chairman Busbin adjourned the meeting at 7:15 PM.**

**For the Board:**

**James Busbin, Chairman**

**Date**

**Charlie Breithaupt, Secretary**

**Date**

*James W. Busbin*      4/7/15  
*Charlie C. Breithaupt*      April 7, 2015

**Mountain Discovery Charter School  
Minutes of the Board of Directors Meeting  
Thursday January 22, 2015**

**OPEN SESSION**

- **Welcome**  
Chairman James Busbin welcomed everyone. Board members Charlie Breithaupt, Larry Tyler and Rob Young were present. Sharon Dole was absent. Head of School Carter Petty was present.

- **Public Comment** There were not public comments.

- **Approval of the minutes of the last meeting**  
Approval of the minutes of the last meeting was tabled until the next Board meeting.

- **Director's Report**  
There was a break-in at the school during Christmas break. There was forced entry through back doors in classrooms. Electronics and food items were taken and the total loss was about \$4,000.

One school bus was in bad shape and has been sold for \$1400. Carter will shop the surplus market for another bus. Three busses are needed for tornado evacuation.

- **Closed Session** Motion made by Larry to go into Closed Session. Seconded by Rob. Motion passed.

**OPEN SESSION**

- **Open Enrollment**  
Carter proposed the following dates for Open Enrollment for 2014-2015:  
January 26- March 6, 2015. Motion to approve made by Larry. Seconded by Charlie. Motion carried.

- **School Year Calendar**  
Carter presented the calendar for 2015-2016. Motion to approve made by Larry. Seconded by Charlie. Motion carried.

**Next Board Meeting: Tuesday February 24, 2015**

**For the Board:**

James Busbin, Chairman James W Busbin Date March 5, 15

Charlie Breithaupt, Secretary Charlie Breithaupt Date Mar 5, 2015

**Mountain Discovery Charter School  
Minutes of the Board of Directors Meeting  
Thursday, November 6, 2014**

**OPEN SESSION**

- **Welcome** Chairman James Busbin welcomed everyone. All members of the Board were present except Charlie Breithaupt, along with the School Director.
- **Public Comment** There were no public comments.
- **Approval of the minutes of the last meeting** Motion to approve was made by Larry Tyler; seconded by Sharon Dole. Motion carried.
- **Director's Report**
  - ✓ Carter reported the attendance level is reaching capacity with more kids being dropped off and picked up via automobile. This was beginning to affect operations, especially at dismissal time.
  - ✓ Dollars per ADM - \$6,090.31 third highest since opening except for 2008 and 2009.
  - ✓ Architecture drawings on hold - waiting on settling the easement issue.
  - ✓ Bond issue may be a possibility for funding, Carter to investigate further.
- **Closed Session** Motion to go into Closed Session was made by Larry, seconded by Sharon, Motion carried.
- **Next Meeting** No date set.
- **Adjournment** Motion was made by Larry; seconded by Sharon. Motion carried.

**For the Board:**

**James Busbin, Chairman** James W. Busbin Date March 5, 15

**Charlie Breithaupt, Secretary** Charlie Breithaupt Date Mar 5, 2015



**Mountain Discovery Charter School  
Minutes of the Board of Directors Meeting  
Tuesday, September 16, 2014**

**OPEN SESSION**

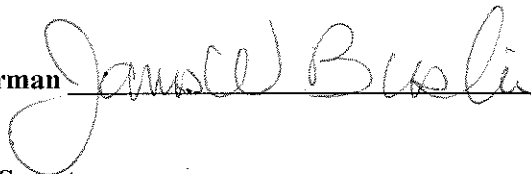
- **Welcome** Chairman James Busbin welcomed everyone. All members of the Board were present, along with the School Director.
- **Public Comment** There were not public comments.
- **Approval of the minutes of the last meeting** Motion to approve was made by Rob Young; seconded by Larry Tyler. Motion carried.
- **Director's Report**  
**ADM** Carter reported the ADM of 191, 4 over full. There are special situations for 4 students.  
**EOG Scores** The EOG scores for MDCS are in the top 8.6% of the state.
- **Leave Buyout/Retirement Policies.** The new policy was discussed. Motion for approval was made by Larry; seconded by Rob. Motion carried. Policy attached.
- **MDCS/SCEF** Both boards will continue to exist and to operate.
- **Facility** The plan is to "aim high" with the new facility. A one-page description of the school has been prepared by Rob. Copy attached.
- **Grant Committee** Erin Carpenter is ready to start writing grants. Her contact will be Rob.
- **Closed Session** Motion to go into Closed Session was made by Larry, seconded by Sharon, Motion carried.

**OPEN SESSION**

- Carter requested time off in October to participate in an outdoor experiential education trip. Request granted.
- **Next Meeting** October 23, 2014 (Thursday)
- **Adjournment** Motion was made by Larry; seconded by Sharon. Motion carried.

**For the Board:**

**James Busbin, Chairman**

 Date Nov 6, 14

**Charlie Breithaupt, Secretary**

Date \_\_\_\_\_

**Mountain Discovery Charter School  
Board of Directors Meeting  
Tuesday, August 19 - 5:30 pm  
Minutes of the Meeting**

**OPEN SESSION**

- **Welcome** Chairman James Busbin called the meeting to order and welcomed all. All Board members were present. Head of School Carter Petty was present also.
- **Public Comment** There were no public comments.
- **Approve the Minutes of Last Meeting\*** Motion to approve by Larry; seconded by Rob. Motion carried.
- **Director's Report** School is open and doing well. There were some changes in bus stops. The enrollment is 189 compared to last year's 181. There is room in the 3rd grade. The guaranteed budget figure this year is \$6090/student with \$3440 for EC. We are hoping for state funding for one EC student.
- **Budget-Teacher raise\*** The plan for salary increases was discussed (See attached scale). A motion to approve the increases was made by Larry; seconded by Sharon. Motion carried.
- **LOC lapse** Our line of credit has lapsed. There is a cost of \$350/year for it. We will probably not renew due to cost and lack of need.
- **School Improvement Plan\*** The plan (see attached) was discussed. A motion for approval was made by Larry; seconded by Rob. Motion carried.
- **MDCS/SCEF A tale of 2 Boards** The structure and relationship of the MDCS and SCEF boards was discussed.
- **Fidelity Account\*** We will be receiving a donation of stock and must have an account with a brokerage firm. There will be two people authorized for transactions. A motion was made by Larry for the two authorized people to be Carter and James. Motion seconded by Charlie. Motion carried.
- **Leave Buyout/Retirement Policies - Update** To be discussed at the next meeting.
- **Closed Session** Motion to go into Closed Session was made by Larry; seconded by Sharon. Motion carried. Motion to come out of Closed Session was made by Larry; seconded by Rob. Motion carried.
- **Next meeting** September 16, 2014 (Tuesday)
- **Adjournment** Motion made by Larry; seconded by Sharon. Motion carried.

**For the Board:**

**James Busbin, Chairman** James W Busbin Date Sept 16, 14

**Charlie Breithaupt, Secretary** Charlie Breithaupt Date Sept 16, 2014